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GENERAL ACCOUNTING OFFICE

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WASHINGTON 25

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Office of
Administrative Services

File

B-45100

October 26, 1953

The Director
Central Intelligence Agency

My dear Mr. Director:

*originals forwarded
to and retained by
the Fiscal Div.
was*

Further reference is made to the letter of Mr. K. L. White, Acting Deputy Director, dated July 1, 1953, transmitting a proposed Request for Authority to Dispose of Records, Standard Form No. 115, covering various original fiscal and accounting records that are being maintained by your Agency for the General Accounting Office pursuant to the provisions of the Budget and Accounting Procedures Act of 1950. The letter requests this Office to advise the Central Intelligence Agency of the length of time that these original records need be retained before they are destroyed.

Column 10 of Standard Form No. 115, transmitted by Mr. White as an enclosure, has been completed to show the retention periods which have been approved by the Administrator of General Services and the Joint Committee on Disposition of Executive Papers for application to records of the General Accounting Office.

It should be noted that items 1, 2, 7, 20, 21, and 27 cover records for which no disposal authority has been approved. With respect to these exceptions, items 1, 2, and 7 cover contract records for which no disposal standards for the originals have been requested. Bills of lading transportation vouchers, and transportation requests, under items 20, 21, and 27, are being retained indefinitely by the General Accounting Office because of the transportation readit program; however, a tentative retention period of 15 years has been proposed for these classes of records in your custody.

Document No. _____
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Reclassified
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By: _____

Sincerely yours,

/s/Allen N. Humphrey
Chief, Records Management
and Services Branch